

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JUTRO, PETER R.	2. Social Security Number (b) (6)	3. Date of Birth (b) (6)	4. Effective Date 08/04/2014
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FIRST ACTION				SECOND ACTION			
5-A. Code 932	5-B. Nature of Action TERMINATION OF DETAIL			6-A. Code	6-B. Nature of Action		
5-C. Code	5-D. Legal Authority			6-C. Code	6-D. Legal Authority		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number ASSOC ADMIN FOR HOMELAND SECURITY AC000000 0047396						15. TO: Position Title and Number SENIOR RESEARCH SCIENTIST HOMELAND SE NG000000 0047015					
8. Pay Plan ST	9. Occ. Code 0340	10. Grade or Level 00	11. Step or Rate	12. Total Salary	13. Pay Basis PA	16. Pay Plan ST	17. Occ. Code 1301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 167563	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 167563		20B. Locality Adj. 0	
								20C. Adj. Basic Pay 167563		20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF HOMELAND SECURITY WASHINGTON,DC						22. Name and Location of Position's Organization ASST ADMR FOR RESEARCH & DEVELOPMENT NATL HOMELAND SECURITY RESEARCH CTR CINCINNATI,OHIO					

EMPLOYEE DATA			
23. Veterans Preference (b) (6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/50%			
24. Tenure 1 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			
25. Agency Use			
26. Veterans Preference for RIE (b) (6)			
27. FEGLI (b) (6)			
28. Annuitant Indicator (b) (6)			
29. Pay Rate Determinant 0			
30. Retirement Plan (b) (6)			
31. Service Comp. Date (Leave) 02/13/1983			
32. Work Schedule F FULL-TIME			
33. Part-Time Hours Per Biweekly Pay Period			

POSITION DATA			
34. Position Occupied 1 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved		35. FLSA Category E E - Exempt N - Nonexempt	
36. Appropriation Code		37. Bargaining Unit Status 8888	
38. Duty Station Code 39-1610-061		39. Duty Station (City - County - State or Overseas Location) CINCINNATI,HAMILTON,OHIO	
40. Agency Data FUNC CLS 11	41. (b) (6)	42. EDUC LVL 21	43. SUPV STAT 8
44. POSITION SENSITIVITY NONSENSITIVE/LOW RI			

45. Remarks
EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C)

46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO			50. Signature/Authentication and Title of Approving Official 141361596 / ELECTRONICALLY SIGNED BY:		
47. Agency Code EP00	48. Personnel Office ID 3216	49. Approval Date 08/05/2014	KAREN A. HIGGINBOTHAM DIRECTOR, EXECUTIVE RESOURCES DIV,OHR		

REQUEST FOR PERSONNEL ACTION

FPPS

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Termination of Detail	2. Request Number OHS-2014-018
3. For Additional Information Call (Name and Telephone Number) Martine Carrillo - (202) 564-0398	4. Proposed Effective Date 8/04/2014
5. Action Requested By (Typed Name, Title, Signature, and Request Date) John E. Reeder Deputy Chief of Staff	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Gwendolyn Keyes Fleming / Chief of Staff

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name Jutro, Peter	2. Social Security Number (b) (6)	3. Date of Birth.	4. Effective Date 08-04-14
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FIRST ACTION				SECOND ACTION			
5-A. Code 932	5-B. Nature of Action Termination of Detail	6-A. Code	6-B. Nature of Action	5-C. Code VLM	5-D. Legal Authority 545.C.3341. Details	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority				

7. FROM: Position Title and Number Acting Associate Administrator for Homeland Security						15. TO: Position Title and Number Senior Research Scientist					
8. Pay Plan ST	9. Occ. Code 1301	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis PA	16. Pay Plan ST	17. Occ. Code 1301	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				
14. Name and Location of Position's Organization 11090000 U.S. Environmental Protection Agency, Office of the Administrator, Associate Administrator for Homeland Security						22. Name and Location of Position's Organization US EPA, Office of Research and Development, Immediate Office, National Homeland Security Research Center					

EMPLOYEE DATA				24. Tenure				25. Agency Use		26. Veterans Preference	
(b) (6)				0 - None 2 - Conditional 1 - Permanent 3 - Indefinite						(b) (6)	
30. Retirement Plan				31. Service Comp. Date (Leave)				29. Pay Rate D Determinant		33. Part Time Hours Per Biweekly Pay Period 40	

POSITION DATA				35. FLSA Category				36. Appropriation Code		37. Bargaining Unit Status	
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Exempted Service 4 - SES Career Reserved				E				1415 C 2644000		8888	
38. Duty Station Code				39. Duty Station Washington, DC				401F72XPC			
40. Agency Data				41.				42.			
43.				44.				45. Educational Level			
46. Year Degree Attained				47. Academic Discipline				48. Functional Class			
49. Citizenship 1 - USA 8 - Other				(b) (6)				50. Veterans Status			
51. Supervisory Status											

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	G Reeder	8/5/14
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature Cecilia Leander		Approval Date 8/5/14

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

Blue Copy

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JUTRO, PETER R.				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 06/23/2014			
FIRST ACTION				SECOND ACTION							
5-A. Code 931		5-B. Nature of Action EXTENSION OF DETAIL NTE 10-20-14				6-A. Code		6-B. Nature of Action			
5-C. Code		5-D. Legal Authority				6-C. Code		6-D. Legal Authority			
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority			
7. FROM: Position Title and Number ASSOC ADMIN FOR HOMELAND SECURITY AC000000 0047396						15. TO: Position Title and Number ASSOC ADMIN FOR HOMELAND SECURITY AC000000 0047396					
8. Pay Plan ST		9. Occ. Code 0340		10. Grade or Level 00		11. Step or Rate		12. Total Salary		13. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	
12C. Adj. Basic Pay		12D. Other Pay		20C. Adj. Basic Pay		20D. Other Pay					
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF HOMELAND SECURITY						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF HOMELAND SECURITY					
EMPLOYEE DATA											
23. Veterans Preference (b) (6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 1 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF (b) (6)	
27. FEGLI (b) (6)						28. Annuitant Indicator (b) (6)		29. Pay Rate Determinant 0			
30. Service Comp. Date (Leave) (b) (6)						31. Service Comp. Date (Leave) 02/13/1983		32. Work Schedule F FULL-TIME		33. Part-Time Hours Per Biweekly Pay Period	
POSITION DATA											
34. Position Occupied 1 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0000-001				39. Duty Station (City - County - State or Overseas Location) DISTRICT OF COLUMBIA COUNTY, DC							
40. Agency Data FUNC CLS 11		41. (b) (6)		42. EDUC LVL 21		43. SUPV STAT 8		44. POSITION SENSITIVITY NONSENSITIVE/LOW RI			
45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207 (C)											
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 141134008 / ELECTRONICALLY SIGNED BY:					
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 06/20/2014		46. Signature/Authentication and Title of Approving Official KAREN A. HIGGINBOTHAM DIRECTOR, EXECUTIVE RESOURCES DIV,OHR					

REQUEST FOR PERSONNEL ACTION

FPRS/Roe

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested	Extension of Detail - NTE 120 DAYS NTE 10-20-14	2. Request Number	OHS-2014-016
3. For Additional Information Call (Name and Telephone Number)	Martine Carrillo - (202) 564-0398	4. Proposed Effective Date	06-23-14
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	John E. Reeder Deputy Chief of Staff	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)	Gwendolyn Keyes Fleming / Chief of Staff

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name	Jutro, Peter	2. Social Security Number	(b) (6)	3. Date of Birth		4. Effective Date	06-23-14
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FIRST ACTION		SECOND ACTION	
5-A. Code	931	6-A. Code	
5-B. Nature of Action	Extension of Detail NTE 10-20-14	6-B. Nature of Action	
5-C. Code	U.S.C. 3343 Details	6-C. Code	
5-D. Legal Authority		6-D. Legal Authority	
5-E. Code		6-E. Code	
5-F. Legal Authority		6-F. Legal Authority	

7. FROM: Position Title and Number	Acting Associate Administrator for Homeland Security	15. TO: Position Title and Number	Acting Associate Administrator for Homeland Security
8. Pay Plan		16. Pay Plan	
9. Occ. Code		17. Occ. Code	
10. Grade or Level	00	18. Grade or Level	00
11. Step or Rate		19. Step or Rate	
12. Total Salary		20. Total Salary/Award	
13. Pay Basis	PA	21. Pay Basis	PA
12A. Basic Pay		20A. Basic Pay	
12B. Locality Adj.		20B. Locality Adj.	
12C. Adj. Basic Pay		20C. Adj. Basic Pay	
12D. Other Pay		20D. Other Pay	
14. Name and Location of Position's Organization	11090000 U.S. Environmental Protection Agency, Office of the Administrator, Associate Administrator for Homeland Security	22. Name and Location of Position's Organization	11090000 U.S. Environmental Protection Agency, Office of the Administrator, Associate Administrator for Homeland Security

EMPLOYEE DATA			
23. Veterans Preference	(b) (6)	24. Tenure	1 - None 2 - Conditional
25. Agency Use		26. Veterans Preference	(b) (6)
27. FEGLI		28. Annuitant Indicator	9
29. Pay Rate		30. Retirement Plan	
31. Service Comp. Date (Leave)		32. Work Schedule	F
33. Part Time Hours Per Biweekly Pay Period	00	34. Position Occupied	1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved

POSITION DATA			
35. FLSA Category	F	36. Appropriation Code	14/15 B 11G ZZZM70
37. Bargaining Unit Status	8888	38. Duty Station Code	11-0100-001
39. Duty Station	Washington, DC	40. Agency Data	
41.		42.	
43.		44.	
45. Educational Level		46. Year Degree Attained	
47. Academic Discipline		48. Functional Class	
49. Citizenship	1 - USA 8 - Other	50. Veterans Status	(b) (6)
51. Supervisory Status	8	52.	

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature: [Signature] Approval Date: 6/25/14		

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NOTIFICATION OF PERSONNEL ACTION

Rev 7/91
U.S. Office of Personnel Management
Guide to Processing Personnel Actions, Chapter 4

1. Name (Last, First, Middle) Jutro, Peter R.				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 02-23-2014				
FIRST ACTION					SECOND ACTION							
5-A. Code 930		5-B. Nature of Action Detail NTE 06-22-2014			6-A. Code		6-B. Nature of Action					
5-C. Code VLM		5-D. Legal Authority 5 U.S.C. 3341. Details.			6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number Senior Research Scientist Home Position: 00047015					15. TO: Position Title and Number Associate Administrator for Ho Position: 00047396							
8. Pay Plan ST	9. Occ. Code 1301	10. Grade or Lvl 00	11. Step or Rate 00	12. Total Salary \$167,563.00	13. Pay Basis PA	16. Pay Plan ST	17. Occ. Code 0340	18. Grade or Lvl 00	19. Step or Rate	20. Total Salary/Award	21. Pay Basis PA	
12A. Basic Pay \$167,563.00		12B. Locality Adj. \$0		12C. Adj. Basic Pay \$167,563.00		12D. Other Pay \$0		20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
14. Name and Location of Position's Organization Environmental Protection Agency AA for Research & Development,, National Homeland Security Research Center, Immediate Office Cincinnati OH USA					22. Name and Location of Position's Organization Environmental Protection Agency Office of the Administrator, Office of Homeland Security Washington DC USA							
DeptID: 0000004435 Org Cd: 88010000					DeptID: 0000004447 Org Cd: 11090000							
EMPLOYEE DATA												
23. Veterans Preference (b) (6) 1-None 2-5 Point 3-10 Point/Disability 4-10 Point/Compensable 5-10 Point/Other 6-10 Point/Compensable/30%					24. Tenure 1 0-None 1-Permanent 2-Conditional 3-Indefinite		25. Agency Use 2		26. Veterans Preference for RIF (b) (6)			
27. FEGLI (b) (6)					28. Annuitant Indicator (b) (6)			29. Pay Rate Determinant 0 0 Regular Rate				
30. Retirement Plan (b) (6)				31. Service Comp. Date (Leave) 02-13-1983		32. Work Schedule F Full Time		33. Part-Time Hours Per Biweekly Pay Period 00				
POSITION DATA												
34. Position Occupied 1 1-Competitive Service 2-Excepted Service 3-SES General 4-SES Career Reserved				35. FLSA Category E E-Exempt N-Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888			
38. Duty Station Code 39-1610-061				39. Duty Station (City-County-State or Overseas Location) Cincinnati Hamilton OH USA								
40. Agency Data		41. 10-03-1993		42.		43. ZLM		44. PAR Number: OHS14014				
45. Remarks - ST Employee Detailed into an ES position NTE 06/22/2014.												
46. Employing Department or Agency Environmental Protection Agency						50. Signature/Authentication and Title of Approving Official Human Resources Specialist						
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 02-20-2014								

PPL 2/24/14

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Detail - NTE 120 Days NTE 06-22-14	2. Request Number OHS-2014-015
3. For Additional Information Call (Name and Telephone Number) Martine Carrillo - (202) 564-0398	4. Proposed Effective Date 02/23/2014

5. Action Requested By (Typed Name, Title, Signature, and Request Date) <i>John E. Reeder</i> John E. Reeder Deputy Chief of Staff	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <i>Gwendolyn Keyes Fleming</i> Gwendolyn Keyes Fleming / Chief of Staff
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PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name Jutro, Peter	2. Social Security Number (b) (6)	3. Date of Birth	4. Effective Date 02-23-14
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FIRST ACTION		SECOND ACTION	
5-A. Code 930	5-B. Nature of Action Detail NTE 6/22/14	6-A. Code	6-B. Nature of Action
5-C. Code VLM	5-D. Legal Authority 5 USC 3341. Details	6-C. Code	6-D. Legal Authority History: 05-28-14
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority Reports to: 000 30345

7. FROM: Position Title and Number 14/15 2644 000401 F 72XPC Senior Research Scientist	15. TO: Position Title and Number 000 47396 Acting Associate Administrator for Homeland Security
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8. Pay Plan ST	9. Occ. Code 1301	10. Grade or Level 00	11. Step or Rate	12. Total Salary	13. Pay Basis PA	16. Pay Plan	17. Occ. Code	18. Grade or Level 00	19. Step or Rate	20. Total Salary/Award	21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization US EPA, Office of Research and Development, Immediate Office, National Homeland Security Research Center	22. Name and Location of Position's Organization 11090000 U.S. Environmental Protection Agency, Office of the Administrator, Associate Administrator for Homeland Security Am. AC 00000
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EMPLOYEE DATA

23. (b) (6)	24. Tenure 1 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference (b) (6)
27. FEGLI (b) (6)	28. Annuitant Indicator (b) (6)	29. Pay Rate 0 Determinant	
30. Retirement Plan (b) (6)	31. Service Comp. Date (Leave) 2/13/83	32. Work Schedule F	33. Part Time Hours Per Biweekly Pay Period 00

POSITION DATA

34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Personnel	35. FLSA Category E	36. Appropriation Code 476217 14/15 B 11G ZZZM70	37. Bargaining Unit Status 8888
38. Duty Station Code	39. Duty Station Washington, DC		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 1 - USA 8 - Other
				50. Veterans Status (b) (6)
				51. Supervisory Status S

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	<i>[Signature]</i>		D. Staffing	<i>C. Yeaster</i>	2/20/14
B. PSB	<i>[Signature]</i>	2/19/14	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature <i>Cecilia Yeaster</i>	Approval Date 2/20/14
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United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Washington, D.C.

2. POSITION NUMBER
EPES06003

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Associate Administrator for Homeland Security	ES	0340	00	
4. SUPERVISOR'S RECOMMENDATION	Associate Administrator for Homeland Security	ES	340	00	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e.

b. Office of the Administrator

f.

c. Associate Administrator for Homeland Security

g.

d.

h. EPAYS Organization Code: 11090000

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☒ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.
- ☐ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Lisa P. Jackson, Administrator

d. Typed Name and Title of Second-Level Supervisor

Lisa P. Jackson, Administrator

b. Signature

c. Date 1-13-10

e. Signature

f. Date 1-13-10

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ if position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

HE I

c. Functional Code

d. Bargaining Unit Code

8888

e. Check, if applicable:

- ☐ Medical Monitoring Required
- ☐ Extramural Resources Management Duties (% of time)
- ☐ This position is subject to random drug testing ()

f. Signature

g. Date

01/13/10

11. REMARKS: STATEMENT OF DIFFERENCE: Note: New PD coversheet to reflect change in supervisors. No change to positions. DATES 04-06-06

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Washington, D.C.

2. POSITION NUMBER

EPDES00003

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Associate Administrator for	ES	340	00	
4. SUPERVISOR'S RECOMMENDATION	Homeland Security Associate Administrator for Homeland Security	ES	340	00	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE
Thomas P. Dunne

7. ORGANIZATIONAL (give complete organizational breakdown)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. Office of the Administrator	f.
c. Office of Homeland Security	g.
d.	h. EPAYS Organization Code 11090000

8. SUPERVISORY/MANAGERIAL DESIGNATIONX

[S] First or Second level supervisor. An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bring about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

[N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Stephen L. Johnson, Administrator	d. Typed Name and Title of Second-Line Supervisor Stephen L. Johnson, Administrator
b. Signature	c. Date
e. Signature	f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. <input checked="" type="checkbox"/> This position has no promotion potential	If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: __	b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code 00
e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time)	f. Signature [Signature]	g. Date 4-06-00	

11. REMARKS:

Associate Administrator for Homeland Security

INTRODUCTION

The incumbent serves as the Associate Administrator for Homeland Security and, as such, is responsible for all of EPA's planning, prevention, preparedness and response to incidents of national significance. For the purpose of ensuring that the Agency's activities related to such incidents are fully coordinated, the incumbent shall direct such activities through, and with the full support, of the Assistant Administrator and Regional Administrator Offices. The incumbent shall be responsible for providing Agency-wide policy, guidance and direction, recommendations for resources on matters of homeland security, including recommendations on the management and distribution of such EPA resources. The incumbent shall be the principal Agency contact with the Department of Homeland Security and the White House Homeland Security Council. The incumbent shall report directly to the Administrator and Deputy Administrator.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides recommendations and solutions to the Administrator and Deputy Administrator on the full-range of Agency activities with homeland security issues. Identifies problem areas, develops and recommends solutions, and upon approval, implements the solutions and specific policies in relation to highly urgent and sensitive and operational and/or program matters. Provides guidance to the various Assistant Administrator and Regional Administrator Offices regarding the implementation of specific policies and recommendations, including guidance on making action assignments to the appropriate organizational elements on matters of homeland security. Develops and oversees homeland security performance measures with the Assistant Administrators.
2. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides solutions and options to the Administrator and Deputy Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining and resolving suitable alternative solutions with officials of the White House, other Federal departments, agencies, and state and local governments charged with similar responsibilities.
3. Provides analysis, recommendations and solutions to the Administrator and Deputy Administrator as to significant observations concerning Agency policy as well as Agency program responsibilities, organization, resources, and operations. Keeps informed of program developments affecting EPA's role vis-a-vis homeland security issues and developments.

4. Represents the Administrator and Deputy Administrator in overseeing Agency homeland security policies and issues with EPA Assistant Administrators and Regional Administrators. Advises the Administrator and Deputy Administrator on the involvement of program offices and the regions, or the consideration of regional and program offices' views and needs, in all aspects of the Agency's work in the area of homeland security. Assists in ensuring appropriate regional and program participation in Agency decision-making processes, assessing the impact of Headquarters actions on Regional and program operations, and in resolving problems and recommending appropriate courses of action.
5. Directs EPA's Office of Homeland Security which is a part of the Office of the Associate Administrator for Homeland Security, serves as point-of-contact for the Department of Homeland Security and the White House Homeland Security Council, and represents the Administrator and Deputy Administrator, as appropriate, on homeland security matters and the full range of activities associated with environmental terrorist threats of attacks and counter-terrorism measures, including sensitive and classified matters. In the event of an incident of national significance, serves as the Agency Director of Emergency Operations in coordination with the relevant program offices.
6. Performs a variety of assignments associated with the development and/or coordination of sensitive policy issues with others. Reviews and coordinates sensitive reports, documents and other materials of special importance and concern to the Administrator and/or Deputy Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's position. Identifies critical policy issues or problems which require the immediate and personal attention of the Administrator and Deputy Administrator and recommends appropriate courses of action regarding the necessary interface with appropriate officials.
7. Performs other duties as assigned.

SUPERVISORY CONTROLS

Receives broad general direction and policy guidance from the Administrator and/or Deputy Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.